
Letter to Short Listed Firms

SAMPLE

(Please read thoroughly and edit text appropriately.)

TO: FIRMS SELECTED FOR INTERVIEWS
FROM:
PROJECT:
NAME:
RE: INTERVIEW SCHEDULE AND REQUIREMENTS

The firms listed below have been selected to be interviewed for the professional services relative to the above referenced project.

Attached to this memo are the following:

- 1) An Interview Score Sheet which will be used by the interviewers during the interview session.
- 2) Evaluation form for use by the evaluation group chairperson to compile the evaluation scores.

Each firm will be allowed 25 minutes to present their qualifications and 15 minutes to answer questions. The interviewers will schedule 10 minutes between interviews for informal discussion of information presented during the preceding interview. At the completion of the interviews, the committee will rank the firms interviewed in accordance with their determination of which firm is most qualified and compatible to do the work. The firm deemed to be most qualified will then be invited to negotiate the scope of work and activities and a contract to provide the necessary professional services. If contract terms cannot be reached, the firm deemed the next most qualified will be invited for contract negotiations. _____

Interviews will be held on _____ in the _____

The order and time of interviews is: _____ *(All times listed are local time).*

Firm A:	Time:
Firm B: _____	Time: _____
Firm C:	Time: _____

Please contact _____ at _____ with any questions you may have.

Sincerely,

Chief Elected Official